

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: August 29, 2001

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: RI-SAIL VENDOR FILE "REMIT TO" ADDRESS

A temporary procedure has been established to input vendor "remit to" addresses into RI-SAIL. This procedure is to be used to ADD "remit to" addresses only to the file. You should continue to forward requests to add new vendors to the Division of Purchases. This procedure was established to improve RI-SAIL vendor file set up in order to improve the timeliness of vendor payments that are being delayed upon initial implementation of RI-SAIL.

PLEASE BE ADVISED THAT THIS PROCEDURE IS A TEMPORARY ONE TO BE USED FOR THE PERIOD MONDAY, August 27TH THROUGH FRIDAY, September 28th.

For each vendor "remit to" address to add, you are to:

- 1) Circle the "remit to" address on a copy of the vendor's invoice
- 2) Enter the RI-SAIL vendor identification number on the copy above the "remit to" address, and
- 3) Fax the copy to the Office of Accounts and Control at 222-6437,
ATTENTION: Donna (Abreu) Fiske

Please contact Maureen Fletcher or via e-mail at MaureenF@gw.doa.state.ri.us.